

FEDERAL WORK-STUDY POSITION DESCRIPTION FORM INSTRUCTIONS

- A. **DEPARTMENT** - Indicate employing department;
- B. **SUPERVISOR & TIMEKEEPER'S NAME** - Please complete this item with the name of the person(s) who will be in direct supervision of the student(s) and their hours worked.
- C. **SUPERVISOR CAMPUS KEY & EMPLOYEE ID #** - Please provide the Campus Key and Employee ID for the direct supervisor. Due to changes in Human Resources coding, employment requests will not be processed without this information.
- D. **LOCATION, TELEPHONE, FAX** - Please provide supervisor's location, telephone and FAX number
- E. **CHARGE CODE** - Charge code is needed for payroll purposes for departmental 30% match. Please keep in mind, Payroll cannot process cross company hours. You will need to provide a university-affiliated account.
- F. **DEPARTMENTAL AFFILIATION** – For payroll purposes, it is important to know whether a work-study student is employed within Thomas Jefferson University Hospital, Thomas Jefferson University or Jefferson University Physicians.
- G. **POSITION TITLE** – Please indicate the position title of the open position so that the Financial Aid Office can match the position to the student. Please refer to the enclosed “Salary/Position Scale” sheet.
- H. **ENROLLMENT PERIOD**– Please provide the period for which you are making your request.
- I. **DESCRIPTION OF POSITION** - Please indicate in the space provided as much information about the position, required duties, responsibilities, and, if applicable, information regarding the project that the student may be assisting. It is recommended that you provide as much information about the position as possible to ensure accurate job placement.
- J. **EMPLOYMENT UNDER THIS DESCRIPTION** - Please indicate whether you are currently employing anyone under this identical job description and whether they are being paid a wage different to the Federal Work-Study program. If so, salaries must be adjusted to be consistent. Also, if you are currently employing a FWS student and would like them to return to this position, please indicate the student(s) name(s).
- K. **NUMBER OF STUDENTS NEEDED** - This job description will be kept on file until July 1, 2015. Please indicate how many students you will need to fill this position for summer and the academic year (if applicable).
- L. **TIME REQUIREMENT** - Please indicate how many hours you require to fill this position. It is suggested that students do not work more than 40 hours a week during the summer and no more than 20 hours a week during the class year. On average, students realistically work no more than 5-15 hours a week during the class year.
- M. **PREFERRED WORK TIMES** – Please indicate when you would prefer a student to work in your department. This is used to assist in the placing of a student.
- N. **OFF-CAMPUS JOB DUTIES** – Please specify if students will be performing job duties off-site.
- O. **POSITION SPECIFIC DUTIES** – Please indicate whether the position requires any of the duties listed in item O. *Please note: duties involving patient care require students to undergo drug-testing.*
- P. **DRUG TESTING** - Please indicate whether your department desires drug testing of the student for this position.
- Q. **CRIMINAL BACKGROUND CHECK** – Please indicate whether your department desires criminal background checks for this position. *This is optional in all cases except for those engaging in patient care.*
- R. **COMMUNITY SERVICE** - Please indicate whether this position is a community service position. *Please note: The Financial Aid Office is required to track the FWS funding used for community service.*

FEDERAL WORK-STUDY SALARY/POSITION SCALE

THOMAS JEFFERSON UNIVERSITY
SIDNEY KIMMEL MEDICAL COLLEGE
JEFFERSON SCHOOL OF HEALTH PROFESSIONS
JEFFERSON GRADUATE SCHOOL OF BIOMEDICAL SCIENCES
JEFFERSON SCHOOL OF NURSING
JEFFERSON SCHOOL OF PHARMACY
JEFFERSON SCHOOL OF POPULATION HEALTH

The following job categories are available for FWS employees. Salaries reflected are the gross amount, of which employers would only pay 30%. Some positions employ students from certain Colleges in the University as noted under each job title (SKMC = Sidney Kimmel Medical College, JSHP = Jefferson School of Health Professions, JGSBS = Jefferson Graduate School of Biomedical Sciences, JSN = Jefferson School of Nursing, JSP = Jefferson School of Pharmacy, JSPH = Jefferson School of Population Health). Employers may use this guide when completing the job description form, and are reminded they can recruit students from more than one college.

Community Service Intern \$13.00/hr
(SKMC, JSHP, JGSBS, JSN, JSP, JSPH)

May be on or off-campus. Provides services to local non-profit, governmental, and community-based organizations. Designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs. These services include such fields as health care, child care, literacy training, education, welfare, social service, transportation, housing and neighborhood improvement, public safety, crime prevention, recreation, rural development, and community improvement.

Student Researcher \$12.00/hr
(SKMC, JSHP, JGSBS, JSP, JSPH)

Must possess a bachelor's degree. Perform duties related to research requested by supervisor. Individual must be self-directed and highly motivated. Must have the ability and knowledge to research and document pertinent material. This position may also require utilization of advanced computer skills.

Technical Aide \$11.00/hr
(SKMC, JSHP, JGSBS, JSPH)

Must possess a bachelor's degree. Involves direct patient contact. Students must be trained in the utilization of equipment and/or the performance of required procedures to test TJUH patients.

Laboratory Aide \$9.50/hr
(JSHP, JGSBS, JSN, JSP)

Perform routine procedures to assist in smooth operation of laboratory. Duties may include: washing of laboratory ware, research work, assisting in conducting experiments and other duties as assigned.

Office Aide \$9.50/hr
(JSHP, JGSBS, JSN, JSP)

Provide clerical support through the performance of general office skills. Individuals assist with any of the following: filing, photocopying, preparing mailings, answering phones, light typing, audio-visual, word processing, billing, and other duties as assigned.

Recreational Aide \$9.50/hr
(JSHP, JGSBS, JSN, JSP)

Perform tasks that provide recreational services. Employed and supervised by the Jefferson-Independence Blue Cross Wellness Center Manager as a lifeguard, issue counter aide, recreational facilitator, and other duties as assigned.

Tutor \$12.00/hr
(SKMC, JSHP, JGSBS, JSP, JSPH)

The duties of this position involve assisting fellow students in the learning process.

FEDERAL WORK-STUDY STUDENT EMPLOYMENT FACT SHEET

Student Wage Range

\$9.50 for students without a previous bachelor's degree.
\$9.50 to \$14.00 for students who already possess a bachelor's degree.
\$13.00 for students employed in community service.

Payment of Salary

Your department pays only 30% of the student's salary. The Federal Government pays the remaining 70%. **(The 30% share may not come from certain types of Federal Funding.)**

Examples: Student earns \$9.50 per hour. You pay only \$2.85.
 Student earns \$12.00 per hour. You pay only \$3.60.

Timekeeping Responsibilities

Timekeeping is performed by the University Office of Financial Aid.

Employment Possibilities

Student can be hired in any *not-for-profit* department or agency. However at this time, only on-campus positions can be considered. If the department is *for-profit*, then the department pays 50% of the student salary.

Employee Placement

The University Office of Financial Aid handles placement of all students.

JSHP, JSN, JSP, JSPH AND JGSBS students are automatically matched to the same job each year unless otherwise specified by the employer.

Sidney Kimmel Medical College students choose a FWS position from job descriptions on file in the Sidney Kimmel Medical College FWS Job Bank or create a job for themselves by approaching a faculty member or department and requesting a Work-Study position.

Restrictions on Student Earnings

The total amount a student may earn is determined by the University Office of Financial Aid as set in the student's FWS award.

Students are urged not to work more than 20 hours per week during the academic year; and no more than 40 hours per week during vacation and summer periods.

Alternate Jobs

Federal Work-Study students are not permitted to be employed in more than one job within Jefferson.

FEDERAL WORK-STUDY FREQUENTLY ASKED QUESTIONS

1. WHAT IS THE COST TO MY DEPARTMENT?

The employing department pays only 30% of the student's salary. The Federal government pays the remaining 70%.

For example, an Office Aide earns \$9.50 per hour. Federal Work-Study pays \$6.65 and you pay only \$2.85 per hour.

2. CAN I REQUEST A WORK-STUDY STUDENT TO ACCOMMODATE A PRE-ESTABLISHED SCHEDULE?

No. The student's first priority is their schoolwork, which obviously includes class attendance. Consequently, it is not possible to hire a work-study student whose academic responsibilities will readily conform to the department's pre-established schedule.

3. CAN I REQUIRE MY WORK-STUDY STUDENTS TO WORK A MINIMUM NUMBER OF HOURS EACH WEEK?

In completing the enclosed job description form, we ask the department to indicate the number of hours the student will be required to work each week. In matching students with departments, every attempt is made to locate student personnel whose academic schedule is conducive to the departmental hourly needs.

In cases where the perfect match does not occur, an alternative that is used by some departments is to hire more than one work-study student, and set up a job sharing plan that will allow the departmental hourly requirement to be met. For example, if you want to hire a work-study student for 20 hours, the position could be filled by two work-study students each working 10 hours a week.

4. ONCE I KNOW HOW MANY HOURS A WEEK A STUDENT IS ABLE TO WORK, CAN I ASK THEM TO SET UP A SCHEDULE AND REQUIRE THAT THEY MAINTAIN THE SAME SCHEDULE?

Yes, we encourage departments to have their work-study student set up a schedule at the beginning of their employment. However, recognizing that academic responsibilities change, we also encourage flexibility especially during exam periods.

5. CAN WORK-STUDY STUDENTS WORK NIGHTS AND WEEKENDS?

Yes. As long as the hours are conducive to the student's schedule. Nights and weekends are actually preferred by some students, as class schedules do not always allow for free time between 9 a.m. and 5 p.m.

6. CAN A WORK-STUDY STUDENT WORK FULL TIME DURING VACATION PERIODS?

Yes.

7. CAN A WORK-STUDY STUDENT HAVE AN ALTERNATIVE JOB?

No. Students may only work one job at TJU, TJUH and Jefferson University Physicians.

8. ARE STUDENTS FROM ALL SCHOOLS PLACED IN ALL POSITIONS?

The Community Service Intern position is the only position that may be filled by students from all three colleges. Student Research and Technical Aide positions require students to have a prior Bachelor's Degree. Laboratory Aide, Office Aide and Recreational Aide positions are typically filled by students from the Jefferson School of Health Professions and the Jefferson Graduate School of Biomedical Sciences.